



Chairman Marcelle Wood

TOWN OF LEDYARD CONNECTICUT PLANNING & ZONING COMMISSION

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

HYBRID FORMAT
REGULAR MEETING

~ MINUTES ~

Thursday, April 9, 2026

6:00 PM

Council Chambers, Town Hall Annex

I. CALL TO ORDER

Chairman Wood called the meeting to order at 6:00 p.m. at the Council Chambers, Town Hall Annex Building and on Zoom.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL APPOINTMENT OF ALTERNATES

Present: Chairman, Marcelle Wood
Vice Chairman, Nate Woody
Secretary Beth E. Ribe
Commissioner, James Harwood
Commissioner, Matthew Miello
Alternate Member Rhonda Spaziani

Excused: Alternate Member, Greg Lockhart

In addition, the following were present:

Director of Land Use & Planning, Elizabeth Burdick
Assistant to the Director of Land Use & Planning, Anna Wynn
Normand Thibeault of Killingly Engineering, via Zoom

IV. APPROVAL OF ADDITONS TO AND/OR CHANGES TO ORDER OF THE AGNEDA

None.

V. CITIZENS PETITIONS (NON-AGENDA ITEMS ONLY)

Dave Shroeder, 290 Whalehead, Gales Ferry, asked when a good time would be to submit an application for village districts. He stated that he and the Citizen’s Alliance for Land Use, a local community group, were working on proposed regulations. He stated that they would like the opportunity to present what they have to the Commission and get feedback on their rough draft. Chairman Wood asked if they would be ready for the Planning & Zoning Regular meeting in May. Dave Shroeder stated that he is unsure and commented that the Gales Ferry residents are giving push back because they feel that the proposed districts are imposing on them. Mr. Shroeder commented that their intent is not to impose on residents

by creating design standards for developers in the commercial district. Vice Chairman Woody stated that it is not a requirement that the proposal to be a hundred percent complete before a pre-application can be heard by the Commission and encouraged a submittal for the May meeting. Mr. Shroeder mentioned that a previous issue with village district was that no characteristic descriptions were ever entered into the Plan of Conservation and Development. Vice Chairman Woody stated that the group should select a spokesperson to represent the group.

VI. PRE-APPLICATION DISCUSSION AND OR WORKSHOPS

None.

VII. PUBLIC HEARING/ APPLICATIONS

None.

VIII. OLD BUSINESS

A. PZ#25-4SITE - 8, 9 & 11 Colby Drive (Parcel IDS: 68-520-8, 68-520-9, 68-520-11); Colby Drive (Parcel ID: 68/530/680); and 16 Highview Terrace, 5 Colby Drive & 6 Colby Drive (Easement Only) (Parcel ID: 68/960/16), Ledyard, CT, - Applicant/Agent, Norm Eccleston - Owner, Habitat for Humanity of Eastern CT for approval of regulated activities for construction of 27 multi-family structures for 38 dwelling units and associated site improvements, inc. completion of Colby Drive, inc. utilities, drainage structures, and detention pond. Approved with conditions by the PZC on 10/9/25. Mylar filing date 1/15/26. REQUEST FOR 15-DAY EXTENSION OF TIME TO FILE SITE PLAN MYLARS.

Director Burdick stated that Habitat for Humanity has completed their plans but could not get their plans to print until next week. Ms. Burdick stated this has been complicated by the Town Clerk's Office being closed from April 13th to April 16th. She said due to this reason they have requested a 15-day extension of time to file their mylar plans when the Clerk's Office is reopened. The Commission agreed they saw no issues with granting the request.

MOTION to grant a 15-day extension of time to file mylar plans for application PZ#25-4SITE

RESULT: 5-0 EXTENSION GRANTED

MOVER: Ribe

SECONDER: Miello

AYES: 5 Wood, Woody, Ribe, Harwood, Miello

NON-VOTING: 1 Spaziani

B. PZ#26-1SITE - 740 Colonel Ledyard Highway (Parcel ID: 67-530-740), Ledyard, CT - Applicant/Owner, Sal Monarca, Ledyard Center LLC for Site Plan review for construction of a new 36-unit multi-family dwelling and associated site improvements. (Submitted 3/2/26, Date of Receipt 3/12/26, Tabled 4/9/26, DRD 5/15/26).

Director Burdick stated that the applicant had requested that the application be tabled and read an email from Normand Thibeault of Killingly Engineers to the Commission. Director Burdick stated that she and the Director of Public Works, Steve Maslin, met with the applicant and that Mr. Maslin has submitted comments. Director Burdick stated that she is still reviewing the application and putting together her comments and staff report. Vice Chairman Woody asked if the applicant would be willing to offer an extension of time at the next meeting if the

Commission needed it. Director Burdick stated that she had already spoken to the applicant and they agreed to an extension of time if the Commission needed more time for review.

MOTION to table application PZ#26-1SITE to PZC Regular Meeting of May 14th, 2026 at 6:00 pm in the Town Hall Annex Council Chambers and on Zoom

RESULT: 5-0 TABLED

MOVER: Woody

SECONDER: Harwood

AYES: 5 Wood, Woody, Ribe, Harwood, Miello

NON-VOTING: 1 Spaziani

C. Discussion of Sustainable CT

Vice Chairman Woody stated that he had planned to have materials available to discuss but did not have time since the last meeting. Staff committed to preparing for the next meeting. The Commission agreed to handle this item at their next meeting.

IX. NEW BUSINESS

A. PZ#26-2ZRA - Town of Ledyard Planning & Zoning Commission for proposed text amendments to the Ledyard Zoning Regulations regarding Parking sections as follows: Table of Contents, 2.2 (Definitions), 6.5.1 (Technology Park District), 6.5.2 (Conservation and Traffic Mitigation (Overlay) District), 8.1 (Accessory Apartment), 8.6 (Bed and Breakfast (Accessory Use)), 8.7 (Campgrounds), 8.8 (Child Care Centers), 8.9 (Commercial Caretaker Apartment, Accessory), 8.10 (Commercial Services), 8.17 (Home Occupation, Accessory Use), 8.18 (Hospital and Emergency Medical Facilities), 8.19 (Hotel), 8.20 (Kennel, Commercial), 8.21.1 (Membership Clubs - Firearms), 8.21.2 (Membership Clubs - No Firearms) 8.22 (Mixed Use - Residential & Commercial Uses), 8.24 (Motor Vehicle, Recreational Vehicle, Boat and/or Equipment Repair Facilities), 8.25 (Nursing Home & Residential Care Home), 8.26 (Personal Service Establishment), 8.28 (Residence, Multi-Family - Apartments, Condominiums, Townhouses), 8.33 (Temporary Forms of Outdoor Entertainment), 9.0 (Site Development Standards - Applicability), 9.3. (Site Development Standards - Landscape Design Standards and Requirements), 9.4 (Site Development Standards - Parking Requirements and Design Standards), 9.4.1 (Site Development Standards - Parking Requirements and Design Standards - Parking Location and Design Objectives), 9.4.2(Site Development Standards - Parking Requirements and Design Standards - Parking Ratios), 9.4.3(Site Development Standards - Parking Requirements and Design Standards - Off-Street Loading Requirements), 9.4.4(Site Development Standards - Parking Requirements and Design Standards - Parking Facilities), 9.4.5(Site Development Standards - Parking Requirements and Design Standards - Parking for Buses and other Large Vehicles), 9.4.6 (Site Development Standards - Parking Requirements and Design Standards - Parking Lot Landscaping Requirements) (Submitted 04/06/26, Date of Receipt 4/9/26, Set Public Hearing for 5/14/26, DRD N/A – Commission Application).

Chairman Wood acknowledged the work of the Planning & Zoning Subcommittee that had been tasked with drafting the proposed amendments on parking. Vice Chairman Woody thanked the staff for their assistance on the project. Director Burdick briefly reviewed the list of proposed changes. Vice Chairman Woody stated that he thinks that the proposed regulations both satisfy the required changes mandated by Public Act 25-1 but also address various issues regarding parking that were previously included in the regulations.

MOTION to set public hearing on application PZ#26-2ZRA for the PZC Regular Meeting of May 14, 2026

RESULT: 5-0 PUBLIC HEARING SET
MOVER: Woody
SECONDER: Miello
AYES: 5 Wood, Woody, Ribe, Harwood, Miello
NON-VOTING: 1 Spaziani

B. Discussion of Planning & Zoning Subcommittee regarding Housing Regulations

Chairman Wood stated that the first Subcommittee worked well to handle the required changes for parking that he would like to form another Subcommittee to work on the housing regulations. He and staff discussed the logistics of creating another subcommittee. Director Burdick stated that she hired Planning Consultant, Kristin Clarke, to work on housing regulations and she would be available to present her initial report at their first meeting.

Chairman Wood asked if Vice Chairman Woody wanted to Chair the Planning & Zoning Subcommittee on Housing, Commissioner Woody stated that he would chair if no one else wanted the opportunity. Commissioner Ribe stated she would serve on the Committee. Commissioner Harwood stated that he would also serve. Chairman Wood designated the three members to form the Planning & Zoning Subcommittee on Housing.

MOTION to set the Planning & Zoning Subcommittee on Housing Special Meeting on April 30, 2026 at 6:00 pm

RESULT: 5-0 SPECIAL MEETING SET
MOVER: Ribe
SECONDER: Miello
AYES: 5 Wood, Woody, Ribe, Harwood, Miello
NON-VOTING: 1 Spaziani

C. Discussion of Ad Hoc Committee to “Evaluate the Separation of the Planning & Zoning Commission”, and discussion of the participation of one member of the Planning and Zoning Commission to join the Committee.

Chairman Wood read the letter from Town Council for the record. The Commission discussed the structure of the Ad Hoc Committee, its purpose and duties based off the provided memo. They reviewed the resolution. The Commission discussed who had availability to serve the 6-month term on the Ad Hoc Committee. Commissioner Ribe volunteered to serve.

X. APPROVAL OF MINUTES

A. PZC Regular Meeting Minutes of March 12, 2026

MOTION to approve the PZC Regular Meeting Minutes of March 12, 2026

RESULT: 5-0 APPROVED AND SO DECLARED
MOVER: Woody
SECONDER: Ribe
AYES: 5 Wood, Woody, Ribe, Harwood, Miello
NON-VOTING: 1 Spaziani

XI. CORRESPONDENCE

None.

XII. REPORTS

A. ZEO Staff Report

Not present. Director Burdick stated that Ms. Gienau's written report will be available for the Commission on request. Vice Chairman Woody stated that he had heard that staff gave a good presentation to the students during career day at Ledyard Highschool.

B. Planner's Report

Director Burdick said that SCCOG is doing outreach to decision makers and that the Director of Regional Planning, Helen Zincavage, reached out about scheduling a subgroup regional meeting to discuss upcoming deadlines and materials for Public Act 25-1 (aka House Bill 8002). Staff and the Commission briefly discussed an upcoming SCCOG meeting on April 15th, 6:30 pm.

Director Burdick said there are two applications in front of the Wetlands Commission at the location of 1947 Center Groton Road, Ledyard and 84 Silas Deane Road, Ledyard. She commented that once they have approval from Wetlands they will be gearing up to come in front of the Planning & Zoning Commission.

Director Burdick updated the Commission on the sale of 528 Colonel Ledyard Highway and stated that the new owners have resolved the blight violation on the property. She stated that the Town has been reimbursed for attorney fees and discussed with the Commission how money is being distributed to the Land Use Department budget to support upcoming document updates such as the POCD.

Commissioner Ribe talked about Sustainable CT Equity training that she had recently attended as part of her service on the Sustainable CT Ad Hoc Committee. She commented that going forward she would like the Planning & Zoning Commission to be mindful of equity and access in their proceedings and decisions. She commented that she would also like to see the Commission to do more community outreach and get a more comprehensive idea of the community's needs and goals. The Commission discussed various ways equity can be integrated into decision making and what metrics it could be measured with.

XIII. ADJOURNMENT

Commissioner Ribe moved the meeting be adjourned, seconded by Commissioner Miello

VOTE: 5-0 Approved and so declared, the meeting was adjourned 7:03 p.m.

Respectfully submitted,

Secretary Beth Ribe
Planning & Zoning Commission